

PROPERTY INFORMATION REQUEST | From Building Owner to Tenant

BUILDING INFORMATION

Building address: _____

Building owner: _____

Date of request: _____

Information is requested for calendar year: 2015

Please return this form to: _____

and return by: _____

ENERGY CONSUMPTION INFORMATION *Owner to check (v) desired option for collecting energy data*

☐ Send owner copies of CY 2015 electricity and natural gas bills

☐ Send Xcel Energy a completed Consent Form [enclosed] to provide data directly

☐ Other _____

INSTRUCTIONS TO BUILDING OWNER

In order to rate your building's energy performance in ENERGY STAR Portfolio Manager, you will need to enter characteristics about how the property is used and energy consumption for the entire property. These property details, such as the number of employees, and energy usage allow Portfolio Manager to develop an accurate comparison to similar buildings. You can use this request form to collect the information from your tenants that is not readily accessible to you as the building owner.

Complete the top of this form including how you would like to receive the energy data and provide to your tenant. If your are requesting your tenant submit a [Consent Form](#) to Xcel, complete all information on the Consent Form for the data you are requesting and provide your tenant with the completed form to sign and submit to Xcel Energy.

INSTRUCTIONS TO BUILDING TENANT

Under the [Boulder Building Performance Ordinance](#), owners of commercial and industrial buildings in Boulder are required to report their annual energy use to the City. After a two year grace period, the City will make this information publically available. These new requirements will help reduce monthly energy costs and improve indoor environmental quality for tenants. See the program website for more information: www.BoulderBuildingPerformance.com. **The ordinance requires that tenants provide building owners with any requested necessary information within 30 days of the request or the tenants can be in violation of the ordinance requirements.**

Please **submit the energy consumption information as directed above and provide the information below** by filling in the blanks or selecting the accurate response from the list, and return to the building owner by the date listed above.

General characteristics (information that is necessary for all building use types)

_____ Weekly operating hours*

_____ Number of workers on main shift*

_____ Number of computers*

_____ Percent of the space that can be heated
(round to the nearest 10%)*

_____ Percent of the space that can be air-
conditioned/cooled (round to the nearest 10%)*

* Accurate information required in Portfolio Manager to receive an ENERGY STAR score.

The fields below are specific to property use types that may be found in a building. Only complete the requests for use types relevant to you – leave all others blank.

Retail:

_____ Number of cash registers*
_____ Number of open or closed
refrigeration/freezer units*
_____ Number of walk-in
refrigeration/freezer units*

Data centers:

_____ IT energy configuration*. **Select:**
1. Uninterruptible Power Supply (UPS)
meter supports only IT equipment
2. UPS meter includes non-IT load of
10% or less
3. UPS meter includes non-IT load
greater than 10%. Non-IT load is
sub-metered
4. UPS meter includes non-IT load
greater than 10%. Non-IT load is
not sub-metered
5. Facility has no UPS Meter
_____ UPS system redundancy*. **Select**
from one of the following: N, N+1,
N+2, 2N, greater than 2N, or none of
the above
_____ Cooling system redundancy*. **Select**
from one of the following: N, N+1,
N+2, 2N, greater than 2N, or none of
the above

Distribution centers and warehouses:

_____ Number of walk-in
refrigeration/freezer units*

Hotels:

_____ Number of rooms*
_____ Cooking facilities? (Yes/No)*
_____ Number of commercial
refrigeration/freezer units*

_____ Hours per day that guests are on-
site. Select from: under 15, between
15 and 19, or over 20.
_____ Average occupancy (%)
_____ Number of guest meals served per
year
_____ Type of Laundry Facility. Select from:
1. Both linens and terry
2. Linens only (e.g., bed/table linens)
3. No laundry facility
4. Terry only (e.g., towels, bathrobes)
_____ Amount of laundry processed on-site
annually. Indicate units.
_____ Floor area of full-service spa
_____ Floor area of gym/fitness center

Supermarkets and wholesale clubs:

_____ Number of cash registers*
_____ Cooking facilities?* Enter yes or no.
_____ Number of open or closed
refrigeration/freezer units*
_____ Number of walk-in
refrigeration/freezer units*

Medical offices:

_____ Surgery Center Floor Area (sq. ft.)
_____ Number of Surgical Operating Beds
_____ Number of MRI Machines

Property uses that have a swimming pool:

_____ Pool size. Select from:
1. Olympic (50 meters x 25 meters)
2. Recreational (20 yards x 15 yards)
3. Short course (25 yards x 20 yards)
_____ Months in use per year
_____ Indoor or outdoor?

DO YOU HAVE ANYTHING ELSE TO ADD ABOUT THE PROPERTY? _____

